

ATTACHMENT D

HCUP-INDEBTEDNESS PROCEDURES FOR CONTRACTOR'S (DATA ENTRY PROCESSING UNIT)

STEP 1

THE SPECIALIST/ASSISTANT WILL NOTIFY THE INDEBTED EMPLOYEE AND WRITE UP THE EXPLANATION BEFORE DELIVERING THE PERSONNEL ACTION(S) OVER TO THE CONTRACTORS (DATA ENTRY PROCESSING UNIT).

STEP 2

THE CONTRACTOR (DATA ENTRY PROCESSING UNIT) WILL NOTIFY THE SPECIALIST/ASSISTANT THAT THE PERSONNEL ACTION(S) IS ON THE DATABASE.

STEP 3

THE SPECIALIST/ASSISTANT WILL PROVIDE THE INDEBTEDNESS CASE TO PAYROLL INDEBTEDNESS TEAM TO AWAIT THE OVERPAYMENT OR UNDERPAYMENT.